



EMPLOYMENT OPPORTUNITY

Closing Date: 05.04.2024

MAILROOM ADMINISTRATOR WINNIPEG, MB

Manitoba Hydro is consistently recognized as one of Manitoba's Top Employers!

Great Benefits

- Competitive salary and benefits package.
- Defined-benefit pension plan.
- Nine-day work cycle which normally results in every other Monday off, providing for a balanced approach to work, family life and community.

Manitoba Hydro is a leader among energy companies in North America, recognized for providing highly reliable service and exceptional customer satisfaction. Join our team of Manitoba's best as we continue to build a company that supports innovation, commitment and customer service.

As the Mailroom Administrator, you will play a crucial role in the enterprise by efficiently carrying out the activities of both the mailroom and the loading dock. Under the general direction of the Mail Services Supervisor, you will be responsible for all aspects of incoming/outgoing courier services, preparation, processing, and item deliveries. You will be responsible for monitoring and directing all the loading dock traffic to ensure safe operation and continued availability for shipping and receiving. Will be responsible for performing administrative duties related to the day-to-day operations of the Mail Services at 360 Portage in addition to providing support with other business processes and process improvements within the Corporate Mail Services Section.

Responsibilities:

- Must participate actively and positively in the development of the team and the achievement of the team's goals to ensure a high level of customer satisfaction.
- Develop and maintain the Corporate Mail Services process documents and training documentation.
- Develop and maintain Mail Services SharePoint site to communicate with customers as well as provide expertise on the availability of mail and shipping/receiving services.
- Adhere to Federal and Provincial regulations and practices related to WHMIS, Workplace Safety & Health Act, Hazardous Material Disposal (HAZMAT), and the Transportation of Dangerous Goods.
- Shipping and receiving operations for all items processed entering or leaving 360 Portage Avenue.
- Monitoring and directing all the loading bay traffic activity to ensure safe operation and uninterrupted availability of loading dock for shipping and receiving.
- Ensure all required documentation; Bills of Lading, packing lists, hazardous material placards with Material Safety Data Sheets (MSDS) and special handling instructions.
- Unload items, preparing Goods Receipts, documenting shortages and damages, returning items, and storing items temporarily.
- Use of shipping/receiving software to facilitate courier requirements of items for distribution.
- Use of tracking software to maintain, record, and monitor the movement of items to their intended destination and provision for locating items gone missing.
- Maintain electronic databases of shipments of goods by couriers, air transportation, bus and transfer.
- Produce reports working with software-based applications
- Adapt to technology and resource challenges in an effort to adhere to time restraints and deadlines.
- Multi-task and prioritize work assignments in accordance with established hierarchy.
- Canada Post letter and parcel processing using on site postage equipment.
- Process mail from Manitoba Hydro offices throughout the province for all Manitoba Hydro locations.
- Process circulars for various departments and/or assist in preparation of envelopes; manually collating literature for various Hydro groups.
- May assist with training junior personnel.

Qualifications:

- Grade 12 education plus two years of directly related experience in mailroom services and the operation of mailing equipment.
- Must possess a working knowledge of Canada Post rules and regulations.
- Certification in or willingness to attain certifications in Transportation of Dangerous Goods (TDG Ground and Air), Workplace Hazardous Material Information System (WHMIS), and First Aid.
- Demonstrated ability to manage high volumes of requests and prioritize accordingly.
- Demonstrated ability to handle functional challenges and present alternative solutions.
- Proficient in creating, maintaining, and updating process documents such as standard operating procedures, workflows, and process maps.
- Demonstrated ability to interact professionally with the public and vendors in the industry and continuously provide exceptional customer service.
- Functional capability working with SendSuite Live and SendSuite tracking software applications.
- Familiarity with SAP.
- Good working knowledge of PC's including Windows, and Microsoft Office.
- Experience creating and maintaining SharePoint sites.
- Demonstrated ability to operate manual and electric pallet jacks.
- Must be adhere to Manitoba Hydro safety rules and other approved practices and procedures.
- Ability to communicate effectively and carry out both written and oral instructions.
- Possess strong organizational skills, attention to detail, and the ability to work in a fast-paced environment.
- Must be physically capable of performing all the duties of the position.

Salary Range

Starting salary will be commensurate with qualifications and experience. The range for the classification is \$24.52-\$32.11 Hourly, \$46,988.50-\$61,531.60 Annually.

Apply Now!

Visit www.hydro.mb.ca/careers to learn more about this position and to apply online.

The deadline for applications is APRIL 5, 2024.

We thank you for your interest and will contact you if you are selected for an interview.

This document is available in accessible formats upon request. Please let us know if you require any accommodations during the recruitment process.

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